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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 087

Job Vacancy

September 26, 2008

Note: US and third country citizens who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO: All interested candidates

POSITION: Alumni Coordinator  
FSN-8; FP-6\*

OPENING DATE: Friday, September 26, 2008

CLOSING DATE: Friday, October 10, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Not-Ordinarily Resident: US \$36,762  
(Starting annual salary)  
(Position Grade: FP-6 to be confirmed by  
Washington)

Ordinarily Resident: Col. Ps. 36.345.796  
(Starting annual salary)  
(Position Grade: LCP/FSN-6)

Note: U.S. Citizens including U.S. Veterans who  
are not USEFMs (see definitions section) if hired  
will be paid under the Local Compensation Plan:  
Col. Ps. 36.345.796

LENGTH OF HIRE: Temporary position not to exceed beyond one  
year from the date of hire. Position may be  
extended depending upon funding availability.

The U.S. Embassy in Bogota is seeking an individual for the position of Alumni Coordinator in the Public Affairs Section (PAS).

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer / Cultural Affairs Officer / Assistant Cultural Affairs Officer, in coordination with the U.S.-Colombia Fulbright Commission and in consultation with and direction from the ECA alumni coordinator in Washington, the Alumni Outreach and Programs coordinator is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored exchange programs.

The goal is to increase involvement of alumni and related Mission contacts in areas where they can promote USG goals. The incumbent accomplishes this by: developing and implementing an alumni outreach strategy; organizing events and programs for countrywide alumni audiences; integrating alumni into all Mission programs; preparing and disseminating news and information of general interest to alumni; maintaining an alumni database that interfaces with the ECA Alumni Archive; creating/maintaining country and/or program communities on State Alumni, Facebook, and other social networking sites; contributing content to these websites and coordinating the promotion of the State Alumni website and other U.S. Government exchange program alumni sites among the different alumni audiences throughout the country.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(All applicants must meet all the requirements listed below in order to be considered for subject position)**

- a. Education: University degree in the liberal arts, education, social sciences or international relations required.
- b. Prior Work Experience: At least three years progressively responsible experience in project management, event planning and production or public relations in a bilingual setting required.
- c. Language Proficiency: English Level IV (fluent) is required. Spanish Level IV (fluent) is required.
- e. Knowledge: Knowledge of U.S. Government exchange programs including Fulbright, International Visitor Leadership Program, Eisenhower Exchanges, Humphrey Fellows, etc, required; knowledge of U.S. and Colombian educational, social, and political systems required.
- f. Skills and abilities:

- Must have Strong interpersonal skills to develop and maintain contacts among senior and/or up-and-coming contacts across important sectors of society (government, education, business, etc.);
- Must have basic familiarity with database and/or contact management software such as Microsoft Outlook, Excel, and Access; and familiarity with social networking sites like Facebook, Linked In, etc.

## **LANGUAGE TESTING PROCEDURES:**

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Current Locally Employed Staff (LES) with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

**“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.**

## **SUBMIT APPLICATION TO**

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Carrera 45 No. 24 B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## **DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).**

**CLOSING DATE FOR THIS POSITION: [FRIDAY, OCTOBER 10, 2008](#)**

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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